

Division of Private Occupational Schools  
 Colorado Department of Higher Education  
 1560 Broadway, Suite 1600  
 Denver, CO 80202

**State Use Only**

Ck# \_\_\_\_\_  
 Date \_\_\_\_\_  
 Amount \$ \_\_\_\_\_  
 Bond # \_\_\_\_\_

**Action**

Approved \_\_\_\_\_  
 Denied \_\_\_\_\_  
 Date \_\_\_\_\_

## **COLORADO APPLICATION FOR OUT-OF-STATE PRIVATE OCCUPATIONAL SCHOOL**

Date: \_\_\_\_\_

School Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Web-site: \_\_\_\_\_ E-mail: \_\_\_\_\_

### **IMPORTANT: READ ALL BEFORE COMPLETING THIS FORM.**

The Division of Private Occupational Schools is not required to act upon any application until **all** materials constituting an application have been filed.

Application is hereby made to solicit, recruit, and enroll students in the state of Colorado in conformity with the provisions of the Private Occupational Education Act of 1981, and the Rules and Regulations promulgated pursuant to the Act. It is understood that the Division of Private Occupational Schools, upon review and evaluation of this application, may require further information to be submitted and shall conduct such investigation and appraisal as it deems necessary and appropriate prior to approval. An application may be denied if the applicant has furnished false or misleading written or oral statements, documents, or other representations to the Division of Private Occupational Schools with the intent to mislead or conceal the truth of any matter to be considered by the Division of Private Occupational Schools as a factor in approval of the application. It is your obligation to make reasonable inquiry before completing this application to ensure its accuracy and completeness.

- I. The following materials shall be submitted and become a part of this application. If not readily identifiable, please affix school name.
  - A. The nonrefundable, required fee: (also see official Fee Schedule)  
 Initial Application fee - \$1,000 = *Out of State Approval*
  - B. A surety bond in the sum of \$50,000, as required by C.R.S. 12-59-115(8)
  - C. Application(s) for out-of-state agent's permit with accompanying fee of \$550
  - D. Copies of documents relating to the school's authorization to operate in its home state.
  - E. Copies of any accreditations or other approvals held by the school, if applicable.
  - F. A published catalog containing the information required in the Rules & Regulations. Catalog must contain statement "Agents licensed by the Colorado Department of Higher Education, Private Occupational School Board."
  - G. Copies of all media advertising and promotional literature intended for use in Colorado, which include the school name, address, telephone number, and locations where training will be offered.
  - H. Copies of all student enrollment agreements or other instruments evidencing indebtedness and intended for use in Colorado, which must comply with the provisions specified in Colorado Rules & Regulations.
  - I. The name and Colorado address (no P.O. Box) and phone number of a designated agent upon whom any process, notice or demand may be served.

- II. Mark the appropriate answer below. If any question below requires a "Yes" answer, **attach to this application a written explanation of your answer as well as official documentation. Court documentation which details the date of and circumstances surrounding the case (including, if applicable, charges and disposition of the case which demonstrates completion of any probation or court ordered terms) is required for bankruptcy or criminal history "yes" answers.**

**HAS YOUR SCHOOL EVER:**

- A. Been denied operation of a school in Colorado? Yes\_\_ No\_\_
- B. Been denied operation of a school in any other state? Yes\_\_ No\_\_
- C. Been closed or otherwise required to cease operation in any other state as part of a disciplinary or legal action? Yes\_\_ No\_\_
- D. Has any principal owner(s), officer(s), director or any person in an executive management capacity:
1. Ever been involved in a bankruptcy? Yes\_\_ No\_\_
  2. Ever been convicted of or pled to a felony; or are felony charges pending? Yes\_\_ No\_\_
  3. Ever been convicted of or pled to a misdemeanor other than a minor traffic violation; or are misdemeanor charges pending? Yes\_\_ No\_\_
  4. Ever been dismissed or permitted to resign from any position for immoral or unprofessional conduct? Yes\_\_ No\_\_
  5. Ever had a professional license or permit denied, revoked or relinquished in this or any other state? Yes\_\_ No\_\_

**AFFIDAVIT**

State of \_\_\_\_\_

County of \_\_\_\_\_, where witnessed.

\_\_\_\_\_, being duly sworn, deposes and says that each of the statements in this application and all items included as a part of this application are true and correct to the best of my knowledge.

Signature \_\_\_\_\_  
Officer or Principal Owner

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

My commission expires \_\_\_\_\_.

\_\_\_\_\_  
Notary Public